

BUILDING ACCESS

- Ensure all entrances and exits are clear of snow and ice.
- Stock up on ice melt and sand for walkways and parking lots.
- Check the functionality of automatic doors and backup power for key card systems.

PIPES AND METERS

- Pipes and meters can freeze when in unheated areas. Ensure there is proper insulation in the surrounding area and/or a local heat source is operative.
- Locate and label water shut-off valves.
- Turn off water to outside hose bibs, remove hoses and drain the pipes.
- Regularly monitor water meters for unusual activity that could indicate a leak.

ROOFS

- Inspect for loose shingles or tiles that could become hazards in strong winds.
- Clear gutters and downspouts to allow for proper drainage.
- Evaluate weight-bearing capacity of the roof for snow and ice accumulation.
- Remove snow from the roofs regularly during winter season to avoid heavy snow load.

SEAL OPENINGS

- Check windows and doors for drafts and seal as necessary.
- Inspect and seal any openings in the building envelope, including utility entrances.
- Seal all openings where cold air can enter with caulking and insulation to reduce exposure of cold air to plumbing lines and prevent energy loss.

UNOCCUPIED SPACES

- Establish a routine for inspecting unoccupied space on a daily, weekly, or monthly basis.
- Maintain a minimum temperature to prevent freezing in unoccupied spaces.
- Use timers or smart systems to manage heating in these areas efficiently.

GENERATORS, BOILERS, AND HVAC

- Test backup generators and ensure they are fueled.
- Contact your preferred service provider to inspect boilers and HVAC systems for efficiency and safety.
- Replace air filters and clean ducts to improve air quality and system efficiency.

FIRE HYDRANTS

- Coordinate with your local fire department to mark hydrants above the snow line near your business for ease in locating, and check the pressure and functionality of hydrants as part of routine maintenance.
- Ensure fire hydrants are accessible and not blocked by snow or debris.

By following this comprehensive checklist, you can significantly reduce the risk of winter-related damage to your commercial property. Each item on this list is designed to address the most common issues that arise during the winter months, providing you with a road map for effective winter preparedness.